

Section 13.6 PARAMS MENU**Financial Data****Labor Additive Projects**

Purpose	This section provides the procedures for a user to add or delete projects where a percentage of cost is billed to the Federal government and processed through the Financial Administration and Control System (FACS).
Window Name	Labor Additive Projects
Reminders	<ol style="list-style-type: none">1. The Labor Additive Projects window is accessed through the <u>P</u>arams, <u>F</u>inancial Data, <u>L</u> - Labor Additive Projects items on the menu bar.2. The Labor Additive Projects window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select or New button clicked, the Detail button becomes active. The minimum selection criteria is Department. If the Select button was clicked, the data is displayed in the Selection List window. The user may then highlight the Department and FACS agency and click on the Detail button to display the Available Projects and Selected Projects windows. However, if there was only one selection in the Selection List window, the Available Projects and Selected Projects windows are automatically displayed. If the New button was clicked, a Detail Data window is displayed to set up the Department and FACS Agency, the OK button is clicked and the Available Projects and Selected Projects windows are displayed. The user may then select the applicable projects.3. Once the appropriate data has been selected or the Detail Data window has been displayed, a user may add or delete projects. The Labor Additive Projects detail window consists of the following windows:<ul style="list-style-type: none">■ Available Projects■ Selected ProjectsWhen a user selects the applicable projects from the Available Projects window, they are displayed in the Selected Projects window.
References	<i>No specific references</i>

Labor Additive Projects

The following window is displayed when Params, Financial Data, L - Labor Additive Projects is selected from the Menu bar. The steps are described on the following page.

DCDS 32

File Edit Options Functions Params Reports Window Help

Labor Additive Projects

Selection Criteria

Department: 59 Facs Agy:

Select

3

Detail

Selection List

Department	FACS Agy
59	591

<= >=

New Save Close

Ready

DCDS Input Procedures

Labor Additive Projects (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.
2	FACS Agcy	Select the appropriate Financial Administration Control System (FACS) code from the dropdown list or enter the FACS code.
3	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window, if more than one department/agency was found. However, if only one is found the Available Projects and Selected Projects windows will automatically be displayed.
4	Selection List	Highlight the Department and FACS Agency affected and click the Detail button. The Available Projects and Selected Projects windows will then be displayed.
5	New Button	Click on the New button, if adding projects to the selected FACS agency.

**indicates a required field that must be entered.*

Labor Additive Projects (Selection List)

The following information is displayed:

Field Name	Description
Department	The department selected.
FACS Agcy	The Financial Administration Control System (FACS) Agency selected to add or delete projects.

Labor Additive Projects

The following window is displayed when the **New** button is selected. The steps are described on the following page.

The screenshot shows the 'DCDS 32' application window with the 'Labor Additive Projects' sub-window active. The 'Detail Data (New)' dialog box is open, displaying the following fields and controls:

- Department:** A dropdown menu with the value '59' selected, indicated by a circled '1'.
- Facs Agy:** A dropdown menu with the value '591' selected, indicated by a circled '2'.
- Buttons:** 'OK' and 'Cancel' buttons, with the 'OK' button indicated by a circled '3'.
- Navigation:** '<=' and '=>' buttons on the left, and '<<' and '>>' buttons in the center.
- Bottom Buttons:** 'New', 'Save', and 'Close' buttons.

The status bar at the bottom of the window displays 'Ready'.

**DCDS Input Procedures
Labor Additive Projects
Detail Data Window**

Follow the steps below to add projects to a FACS agency account.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number.
2	FACS Agency	Select the appropriate FACS Agency number from the dropdown list or enter the FACS Agency number that belongs to the project.
3	OK Button or Cancel	Click on the OK button. This displays the Available Projects and Selected Projects windows allowing the user to add projects to the selected FACS agency. Click on the Cancel button to cancel the window.

Labor Additive Projects

The following window is displayed when the **Detail** button is selected or when the **OK** button is clicked when adding a new project. The steps are described on the following page.

DCDS 32

File Edit Options Functions Params Reports Window Help

Labor Additive Projects

Department: 59 FACS Agy: 591

Available Projects

Project	Ph	AG2	Name
000105	02	7890	REMODELING - TRAINING CENT
000106	02	7890	AY99 SALT BLDGS/BRINE RUN
000107	02	7890	AY99 SALT STORAGE BLDGS-V
000108	02	7890	AY99 NEW PROJECT OFFICES -
000109	02	7890	AY99 EQUIPMENT STORAGE BL
000110	02	7890	AY99 RENOVATE PAW PAW RE
000111	02	7890	AY99 BLDG RENOV/EXP - SOUT
000112	02	7890	AY99 SITE INVEST./TOXIC CLEA
000113	02	7890	AY99 RENOVATE SAGINAW GAI
000114	02	7890	AY99 ADA MODIFICATIONS - VA
000115	02	7890	AY99 LIGHTING/ELECTRICAL S
000116	02	7890	AY99 REROOF/FENCE/SURFAC
000117	02	7890	AY99 INSTALL/REPLACE HYDR

Add/Rem

Selected Projects

Project	Ph	AG2	Name
44223A	00	6310	44223A
44223A	00	6320	44223A
44223A	00	6340	44223A
44223A	00	6350	44223A
44223A	00	6940	44223A
44223A	00	6970	44223A
44223A	00	6980	44223A
44224A	00	6310	44224A
44224A	00	6320	44224A
44224A	00	6340	44224A
44224A	00	6940	44224A
44224A	00	6970	44224A
44224A	00	6980	44224A

<= >=

New Save Close

Ready

DCDS Input Procedures

Labor Additive Projects

Available Projects and Selected Projects Windows

Follow the steps below to add or delete projects.

Step	Field Name	Action
1	Available Projects	Highlight the project(s) to be added. Note: When one row is double clicked, the highlighted project(s) will be moved to the Selected Projects window.
2	> Button	Click on the > button located between the Available Projects window and the Selected Projects window. This moves the highlighted project(s) to the Available Projects window. Use the >> button if all projects are to be added.
3	Selected Projects	Highlight the project(s) to be removed. Note: When one row is double clicked, the highlighted project(s) will be removed from the Selected Projects window and placed back on the Available Projects window.
4	< Button	Click on the < button located between the Available Projects window and the Selected Projects window. This removes the project(s) from the selected FACS agency. If all projects are to be removed, use the << button. This button moves all the projects listed in the Selected Projects window back to the Available Projects window.
5	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all the additions or deletions made to Labor Additive Projects.

**indicates a required field that must be entered*